

Employee: Create a Development Plan

Development is an optional component of MassPerform where employees initiate their own development. The following steps will guide you through the process to create a development plan in MyPath to use for Development Check-in conversations with your manager.

Note: The Development Plan function works similarly to Expectations and Goals setting, where employees set Development Objectives (expectations for their own development) **and** define Development Actions (SMART goals set to achieve development expectations). Employees can create more than one development plan to achieve their development goals.

STEP 1. Sign into your **MyPath** account at **www.mass.csod.com**

STEP 2. From the MyPath home screen, click the **MassPerform Development Plans** box.

STEP 3. Select **Create New Plan** from the top-right corner.

STEP 4. Under **General Information**, enter a Plan Title and Description.

STEP 5. Under **Development Objectives**, click **Add Objective**. The Add Development Objective screen will open where you will enter a title for your development objective.

Select **Add Development Action** below and describe one of the actionable steps you will take to complete this development objective. Select an Activity Type, Due Date, and enter your Progress to date (Progress is on a scale of 0-100). *Repeat this step for each action needed to achieve your objective.*

Select **Search For Learning** below to search for and assign specific trainings to your development objectives. Once you identify a training, select **Add to Objective**. If desired, you can add multiple trainings to meet the development objective. Once you have added all trainings, scroll down to the bottom of the page and select **Return to Objective**.

If you would like to add another Development Objective, select **Save and Add Another**.

Once you are finished adding your Development Objective(s), select **Save and Return to Plan**.

STEP 6. From the **Create a Plan** page, confirm that your Development Objectives and Actions appear. Click the pencil icon in the top-right corner of each Objective to edit if necessary.

STEP 7. In the **Assignment** section, select **Self Only**.

STEP 8. To save this plan and return later, select **Save as Draft**. If finished with the plan, click **Submit Plan**. Your plan will be viewable by your manager to support your Development Check-in conversations.

Note: Development Plans cannot be saved without at least one Development Action or Learning assigned to each Development Objective.

Return to your plan to update your progress or to edit/add new Development Objectives, Actions or Learnings.